

Training and Development Center
Level 3 Evaluation Questionnaire
3 Months

Your feedback is critical in our training evaluation efforts. In order to assist you in determining the job performance enhancements made by _____ who recently attended ***ED's Financial Management Certificate Program***, please **complete this survey together with your employee** and return it to Julia Kogut, via email by _____.

Your employee received instruction in each content area listed below. For each content area, please complete the two columns and **Comments** section based on your **joint performance evaluation** of the employee's work as a result of attending this program.

Skill & Knowledge Level

<i>No Skill</i> 1	<i>Minimal Skill</i> 2					<i>Some Skill</i> 3					<i>Working Skill</i> 4					<i>Mastery Skill</i> 5				
CONTENT						BEFORE					AFTER					COMMENTS				
1. Key legislative and statutory mandates (CFO Act, GPRA, FFMIA, FMFIA, etc.)	1	2	3	4	5		1	2	3	4	5									
2. Federal financial/accounting standards, principles and standards	1	2	3	4	5		1	2	3	4	5									
3. Functions of ED financial systems and ED accounting policies and procedures	1	2	3	4	5		1	2	3	4	5									
4. Audit process	1	2	3	4	5		1	2	3	4	5									
5. Reconciliation of the Department's account balances with Treasury	1	2	3	4	5		1	2	3	4	5									
6. Process improvement techniques	1	2	3	4	5		1	2	3	4	5									
7. Federal reporting requirements including credit reform, FACTS I and FACTS II	1	2	3	4	5		1	2	3	4	5									
8. Appropriations Law	1	2	3	4	5		1	2	3	4	5									
9. Technology tools and their role in managing financial data	1	2	3	4	5		1	2	3	4	5									
10. Standard General Ledger including the crosswalks and the link to core financial statements	1	2	3	4	5		1	2	3	4	5									

Additional Comments:

